

## **BOARD OF TRUSTEES POLICY**

### **THE UNIVERSITY OF WEST FLORIDA**

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#### **Architectural & Engineering Services**

**Rescinded Chancellor's Memorandum No: CM-N-05.01-01/99**

**Board of Trustees Policy No: BTP.AES.2**

**September 2002**

**SUBJECT:** Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid

**AUTHORITY:** Sections 255.0525, F. S., Rule 6C-14.004, F.A.C

**POLICY/PURPOSE:** To describe procedures for advertising for Architect/Engineer and Construction Manager Services and for Calls for Proposals

**Florida Administrative Weekly (FAW):** Advertisements for architect/engineer (A/E) services, construction manager services, and Calls for Proposals must be placed in the FAW. The FAW is published every Friday by the Department of State. The address is: Florida Administrative Weekly, Department of State, Bureau of Administrative Code, 401 South Monroe Street, Elliott Building, Tallahassee, FL 32399-0250, telephone (850) 488-8427, SunCom 278-8427. The FAW has developed guidelines for submittal of advertisements. The University must coordinate with the FAW staff to ensure that they are following the most current guidelines.

**Advertisement for A/E Services:** Prior to placing the advertisement, the University shall ensure the following:

- the project Scope of the Work Statement current and approved,
- an encumbrance authorization for professional fees has been requested,
- the Facilities Program Committee, President and Administrative Designees users are satisfied with the facilities program, and no changes to the program or site are anticipated,
- the Selection Committee has determined the applicability of the "Design Ability" selection category,

- the Selection Committee has approved the Project Fact Sheet (see Attachment 1), and
- the approved program is consistent with the current campus master plan.

**Minority Consultant Businesses:** Professional design consultants are highly encouraged to submit proposals based upon University requested services for professional design project work. The consultant's professional liability insurance rates are a minimum of \$1,000,000 for most construction or renovation project work. An EXAMPLE copy of the University's "Owner-Consultant Agreement" will be provided to firms not having done business with the University to become familiar with contractual obligations.

Questions regarding design and construction procedures should be directed to Mr. David Luttrell, Director of Architectural and Engineering Services, (850) 474-3147 or Ms. Regina Bell, Minority Business Coordinator within the Purchasing Office, (850) 474-2632.

**A/E Advertisement Format:** The format for an A/E advertisement, a "Notice to Professional Consultants," is included as Attachment 2, and the format for a Campus Service A/E advertisement is included as Attachment 3.

- **Project Title.** The complete project title must be shown.
- **"Design Ability."** For projects for which "Design Ability" is not applicable as a selection category, the advertisement should so state.
- **Professional Liability Insurance.** The advertisement should include a requirement for professional liability insurance of \$1,000,000, or the appropriate amount calculated for the project as required by the Department of Architectural & Engineering Services, Building 90.
- **Date Set for Submittals.** The date set for submittals must be at least 28 days after the publication date of the FAW.

**Distribution of Advertisements for A/E Services:** The advertisement for A/E services is submitted to the FAW, with a copy to members of the Selection Committee, all Small Business Development Centers statewide, the Minority Business Advocacy and Assistance Office, and other interested parties.

**Placement of Calls for Proposals for General Contractors:** Prior to placing a Call for Proposals for general contractors, the University shall ensure the following:

- the current, approved project excluding contingency provides for the maximum

- construction budget,
- an encumbrance authorization for construction has been requested.
- the 100% construction documents have been submitted to the State Fire Marshal for approval (if time permits, it is recommended that this approval be secured prior to placement of the Call for Proposals), and
- that the University has approved the 100% construction documents.

**Call for Proposals Format:** The format for a Call for Proposals is included as Attachment 4.

- **Project Title.** The complete project title must be shown.
- **Advertisement Language.** The language in the advertisement must be consistent with the advertisement published in the project specifications.
- **Bid Date.** In accordance with Section 255.0525, F.S., for projects projected to cost more than \$1,000,000, an advertisement must be placed in the FAW at least 30 days prior to the established bid opening date and at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference.

**Distribution of Call for Proposals:** The Call for Proposals is submitted to the FAW, the project

A/E, all Small Business Development Centers statewide, the Minority Business Advocacy and Assistance Office, and other interested parties.

**Advertisements for Construction Manager Services:** Prior to placing the advertisement, the University shall ensure the following:

- the current, approved project COIP includes a line for construction manager fees,
- an encumbrance authorization for construction manager fees has been requested.
- the Selection Committee has approved any additional questions to be added to the standard Construction Manager Qualifications Supplement form.

**Construction Manager Advertisement Format:** The format for a construction manager advertisement, a "Notice to Construction Managers," is included as Attachment 5.

- **Project Title.** The complete project title shown.

- **Date Set for Submittals.** The date set for submittals must be at least 28 days after the publication date of the FAW.

**Distribution of Advertisements for Construction Manager Services:** The advertisement for construction manager services is submitted to the FAW, with a copy to members of the Selection Committee, all Small Business Development Centers statewide, the Minority Business Advocacy and Assistance Office, and other interested parties.